

**PIONEERS' CEMETERY ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
SMURTHWAITE HOUSE/WEBEX**

*Thursday, January 7, 2021*

**PCA Board Members present:**

Smurthwaite House

Patty Gault, President  
Cindy Lee, Vice President  
Donna Carr  
Marie Fenske  
Sterling Foster

WebEx

Val Wilson, Treasurer  
Ileen Snoddy, Secretary  
Margy Parisella, Historian

Debe Branning  
Jenn Merry  
Sally Pavia  
Mark Lamm

**PCA Advisory Board Members present:**

Smurthwaite House

Kim Kasper

WebEx

Judy Smith

**Members present:**

Smurthwaite House

Denise Foster

WebEx

Vivia Strang

**PCA Advisory Board Members absent:**

Marshall Shore  
Frank Barrios

Ryan Vander Ark  
Lance Gray

**Discussion/Action**

- **Call to order:** President Patty Gault called the meeting to order at 10:02 a.m.
- **Approval of Minutes:** President Patty Gault
  - a. No corrections
  - b. Minutes stand as submitted
- **Treasurers Report:** Val Wilson
  - a. Full report submitted to Board/Advisory
  - b. Balance
    - i. Beginning: \$30,079.16
    - ii. Ending: \$29,425.89

**OLD BUSINESS**

- **Sotelo Heard Project:** Mark Lamm
  - a. Committee being formed; if interested contact Mark Lamm
  - b. People who have already expressed interest have been contacted by Mark

- c. First meeting will be held on Thursday, January 21, 2021 at 10:00 a.m. in the Smurthwaite House
- **Jacob Waltz Project:** Mark Lamm
  - a. Committee being formed; if interested contact Mark Lamm
  - b. First meeting will be held on Thursday, January 14, 2021 at 10:00 a.m. in the Smurthwaite House

Mark Lamm will communicate as to who the committee members will be for these two (2) projects

- **Cemetery Open for self-guided tours:** President Patty Gault
  - a. Group—Thursday, January 21, 2021
    - i. Patty Gault and Sterling Foster will welcome the group onto the property
- **Accession/Deaccession Policy:** Discussion introduced by President Patty Gault
  - a. Discussion:
    - i. Forms are available for Donations transferring ownership to PCA
    - ii. Sterling Foster asked if currently loaned artifacts to PCA on exhibit in the Smurthwaite House are accounted for with paperwork. It was confirmed by Judy Smith that only a few artifacts are on loan with proper paperwork on file.
    - iii. Donna Carr indicated that the Library has a Deaccession Policy and shorter Deaccession paperwork
    - iv. Denise Foster indicated that Bonnie Still brought in artifacts for use in the Smurthwaite House. Donation/Loan forms have not been completed. Work will continue with Bonnie Still to obtain/complete the necessary paperwork
  - b. Amendment:
    - i. Donation Acceptance—Committee will bring possible donation(s) to the Board of Directors for approval
    - ii. Funds generated from Sale or Auction of Deaccessioned artifact(s) will go into the general operating funds
    - iii. Motion by Cindy Lee to accept Accession/Deaccession Policy as amended. Seconded by Sterling Foster
    - iv. Motion carried

## **COMMITTEE REPORTS**

- **Preservation Committee:** Vice President Cindy Lee
  - a. Dates and times for preservation work will be postponed from February 2021 until at least September/October 2021 due to the rise of COVID-19 cases/numbers in Arizona
  - b. Arizona Humanities Council Grant: Work on the grant will continue in February 2021
  - c. DAR Grant: Letter will be written requesting extension of time to complete the grant requirements

- **Treasury Committee:** Treasurer Val Wilson
  - a. Account signatories added for 2021:
    - i. Val Wilson-PCA Board Member (signatory)
    - ii. Kim Kasper-PCA Advisory Board Member (signatory)
    - iii. Observer-Patty Gault, PCA Board President
  - b. Account Signatories removed for 2021:
    - i. Mark Lamm
    - ii. Lezlee Alexander
  - c. Discussion
    - i. Mark Lamm said minutes with approval of signatory names must be provided to Chase Bank so that they may update their files
    - ii. A current PCA Officer list must also be provided
  - d. Financial Transition: Val Wilson
    - i. Received 2010-2018 books on Quicken
    - ii. Currently consolidating 2018-2020 into Quicken
    - iii. Fundraising Tally: awaiting information from Lezlee Alexander for consolidation into Financial Report
- **Membership Committee** reported 35 memberships so far for 2021
- **IT Committee** continues to work on WebEx
- **Committee Reports filed**

## NEW BUSINESS

- **Committee Restructure**
  - a. Draft: add
    - i. Budget funds will be assigned to individual PCA Committees and will not require PCA Board approval to spend
    - ii. Motion by Sterling Foster to accept format as presented. Seconded by Cindy Lee
    - iii. Motion carried
- **Fundraising on Facebook**
  - a. No fee is charged by Facebook
  - b. Pledge Button will be added to PCA Facebook page
  - c. Discussion:
    - i. Funds will go directly into PCA account-similar to PayPal/Amazon Smile/Square
    - ii. Judy Smith asked if PCA needed to have another account for Facebook funds to go into. Answer was no as it operates like the above mentioned programs
    - iii. Mark Lamm asked if PCA knew of any nonprofit organizations utilizing this function. Jenn Merry stated Dog Rescue was used successfully
    - iv. Sterling Foster commented it is not permanent and PCA can cancel at any time

- v. Motion by Jenn Merry to add Facebook Fundraising button to PCA Facebook page. Seconded by Sterling Foster
  - vi. Motion carried
- **Memorial Day Activities**
  - a. Event will not occur due to the rise in COVID numbers
  - b. Margy Parisella asked if video from 2020 event is available to replay.
  - c. Patty Gault stated she will check on the availability of the Rick Romley ½ hour video to post on the PCA Facebook page
- **Buffalo Soldier Proposal**
  - a. Patty Gault stated the memorial plaque does not fit in with the rest of the memorials on the cemetery grounds. Maybe a better fit on the grounds of Fort Huachuca as it is the home of the Buffalo Soldiers
  - b. Mark Lamm said that there should be more discussion. It appeared to Mark that there were several inaccuracies in the text of the plaque.
  - c. Mark Lamm also stated that Mike Francis (City) is requesting an answer from PCA by the end of January 2021 as to the commitment to install the plaque on the PCA grounds
  - d. The Facilities Committee meets Thursday, January 14 and will discuss this matter further
- **Rules, Protocols and Guidelines**
  - a. Cindy Lee assembled Board Binders of Rules, Protocols and Guidelines. Each Board/Advisory Board will receive a copy
  - b. Margy Parisella asked if it was available digitally. Not at this current time—it is a goal that Cindy Lee is working towards

#### **Wrap-Up**

- Please send in Volunteer hours
- No Treasurer's Report will be placed on the PCA website—only beginning/ending balances
- Mail addresses/addresses will be kept confidential

**Meeting adjourned at 11:07 a.m.**

**Respectfully Submitted**

**Ileen Snoddy, PCA Secretary**

**PIONEERS' CEMETERY ASSOCIATION**  
**SPECIAL BOARD OF DIRECTOR'S MEETING MINUTES**  
**SMURTHWAITE HOUSE/WEBEX**

*Thursday, January 21, 2021*

**PCA Board Members present:**

Smurthwaite House

Patty Gault, President  
Cindy Lee, Vice President  
Donna Carr  
Marie Fenske  
Sterling Foster  
Mark Lamm

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Val Wilson, Treasurer  
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**PCA Board Members absent:**

Sally Pavia

**PCA Advisory Board Members present:**

Smurthwaite House

Kim Kasper

**PCA Advisory Board Members absent:**

Marshall Shore  
Frank Barrios  
Judy Smith  
Ryan Vander Ark  
Lance Gray

**Discussion/Action**

- **Call to order:** President Patty Gault called the meeting to order at 1:01 p.m.
- **Approval of January 2021 Minutes:** President Patty Gault
  - a. No corrections
  - b. Minutes stand as submitted
- **Meeting adjourned at 1:04 p.m.**